





## Summer Youth Work Experience Program Application

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I certify that I am currently: Unemployed:

\_\_\_\_\_ More than 7 days

\_\_\_\_\_ More than 6 months

\_\_\_\_\_ Never Worked

Underemployed:

\_\_\_\_\_ Working less than 32 hours per week.

### NOTICE OF RIGHT TO GRIEVANCE PROCEDURE

A participant who believes their rights or entitlements have been violated will have the opportunity to discuss the grievance with their work site supervisor of the specific program. If it cannot be resolved at this level, the following steps should be followed to ensure fair and equal treatment of all concerned:

1. A written complaint should be submitted to the Adult Services Coordinator within five (5) days of the incident requesting a resolution to the problem/incident. The complainant will be given a written response from the Adult Service Coordinator within five (5) working days upon receipt of the written complaint to schedule an informal hearing. The hearing will be held between the complainant and the Adult Service Coordinator.
2. The participant will be notified in writing by the Adult Service Coordinator indicating the status of the complaint. If for any reason the Complainant is not satisfied with the resolution, the Complainant can request, within (5) days from receipt of the written notification from the Adult Service Coordinator, that a hearing by the Education Director shall be scheduled. The decision shall be final.

Pawnee Nation Summer Youth Applicants referred to employers will be subject to the employer's hiring policy & procedures.

I CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I AM AWARE THAT ANY MISREPRESENTATION ON THIS APPLICATION WILL BE GROUNDS FOR IMMEDIATE TERMINATION. I ALLOW THE RELEASE OF INFORMATION FOR VERIFICATION AND REPORTING PURPOSES ONLY.

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Applicant Signature

Date

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Parent/Guardian Signature

Date

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Adult Services Coordinator Signature

Date



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### **The following items are needed to determine eligibility:**

**Please keep in mind that your application is considered incomplete until all documentation is turned in.**

- **Certificate of Indian Blood (CDIB Card)**
- **Two forms of ID (Social Security Card and Driver's License or State Issued ID)**
- **Proof of residence (utility bill, rent receipt, lease agreement, or statement from head of household)**